

## **APPENDIX A**

Unit Letterhead

Date

Dear Family and Friends of the \_\_\_\_\_(Unit).

We are interested in re-forming the \_\_\_\_\_(Unit) Family Readiness Group (FRG). We are holding a meeting to elect FRG leadership on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time).

The leadership of the \_\_\_\_\_(Unit) wants to build a more cohesive unit. We believe your involvement will help us to become a stronger team. We want you to understand our mission and educate you about benefits and entitlements. We want to ensure the families of this company are prepared for any deployment. We want you to help us retain soldiers/airmen!

Enclosed are job descriptions for positions in the Family Readiness Group. If you are interested, please fill out the enclosed questionnaire and return in the self-addressed envelope. Please ensure that you add postage. If you don't want to hold a position, but want to help, please indicate by placing an "X" on the attached questionnaire.

Thank you for your consideration. If you have any questions please call me at \_\_\_\_\_ . (List Phone Number)

Sincerely,

Signature Block